



BOROUGH OF CHESTER HEIGHTS

53 W Baltimore Pike 2nd floor

P. O. Box 658

Chester Heights, PA 19017

Work Session Meeting Minutes

March 18, 2024 at 7:00 pm

Call to Order President Driscoll called the meeting to order at 7:00 PM and led all those in attendance in the reciting the Pledge of Allegiance.

Roll Call Marta Driscoll, President
Natalie Young, Vice President
Jeanne Montgomery, Pro Tem
Drew Baum, Councilmember
Anne Searl, Councilmember
Ginamarie Ellis, Mayor

Officials Present Alex Baumler, Esq., Solicitor
Michael Kissinger, P.E., Engineer

Public Comment: No Report

The Reserve at StoneyBank – Oversight Agreement Request– Donald T. Petrosa, Mike Ciocco, Steve Vancouver, Tim Berger

Mr. Donald Petrosa detailed issues with the StoneyBank Development's oversight agreement, focusing on DEP and PUC concerns about sewage facilities. The proposed pact aimed to tackle DEP worries on private sewer plants, stressing teamwork between Walnut Hill Utilities and the Borough for sewage planning approval, requiring Councilmembers' review for later DEP submission, discussing potential financial obligations from sewer problems.

Public Comment: James Abbott
Eileen Lehmann

Solicitor's Report: The Fire Ordinance is out for review, the Fire Marshal sent in his request for updates. Other than that, routine matters.

Engineer's Report: 479 Valleybrook Road has come back in with revised plans, consultants are reviewing. Routine matters with Land Disturbance permits and collecting prior Borough business with previously elected officials.



Old Business:

a) Engagement letters for Borough & Tax Collector Annual Audit

- RFP John R. Hanna & Sons, LLC – withdrew RFP
- Galani & Associates: DCED Audit \$9,000.00, Tax Collector Audit \$22,500.00
- Leitzell & Economidis, PC: DCED Audit \$12,000.00, Tax Collector Audit: Not Received
- Barbacane Thornton & Company: DCED Audit \$10,200.00, Tax Collector Audit \$4,800.00

President Driscoll called for a Motion to hire Barbacane Thornton & Company for the 2023 Audits.

MOTION

Upon Motion, Council (Searl | Montgomery) voted and approved to hire Barbacane Thornton & Company for the 2023 Audits. DCED Audit \$10,200.00 and the Tax Collector Audit \$4,800.00.

- b) Easter Egg Hunt:** March 23rd, rain day is March 24th, all prep is completed.
- c) Spring Newsletter:** Everything is due to Hometown Press on March 25th.
- d) Future Events:** There is a sign-up sheet asking residents for suggestions.
- e) Depleted Escrow Collection Letters** – Review Developers Agreement and acknowledge Escrow defaults, sent, official letters requesting payment, creating a process to move forward with this process.
- f) Commercial Building – Fire Inspections** – Councilmember Baum requested a discussion on the process of the Fire Inspections vs Property Maintenance Inspections and Ordinance preparation for both.

New Business:

- a) Community Park – Soccer Field Use | St. Thomas:** St. Thomas uses the soccer field yearly and submits a COI naming the Borough as insured. This year Council is drafting an MOU agreement so the Borough will be indemnified.
- b) Weekly E-Newsletter** - Pro Tem Montgomery worked with Mayor Ellis to coordinate a weekly e-newsletter.
- c) Sign Removal Process** – Scott’s Lawn Service sent a quote to remove all signs in the Borough that are not regulated. Scott proposed removing the signs bi-monthly or semi-monthly depending on what the Borough needs for \$90.00 per hour, (one (1) hour minimum for two (2) employees).

MOTION

Upon Motion, Council (Baum | Young) voted and approved to hire Scott’s Lawn Service to remove unregulated signs in the Borough for \$90.00 per hour, (one (1) hour minimum for two (2) employees), bi-monthly or semi-monthly as the Borough needs.



d) Sign Installation – 3 Signs in the Borough that need to be installed:

We received a quote from Scott's Lawn Service to install Former Mayor Stacy Smith's plaque, at her tree in the Community Park, also to install the Darlington Creek Park Sign, which follows grant regulations, and to replace the vandalized Chester Heights Community Park sign. Scott's Lawn Service quoted \$225.00 to install all three (3) signs.

MOTION

Upon Motion, Council (Young | Baum) voted and approved the hire Scott's Lawn Service to install all three (3) signs in the amount of \$225.00.

- e) Fire Marshal – Hiring Certified Assistants:** Discussion included how many assistants are available and certified to hire, reviewing with HR the process and deciding if 1099's or W-2's should be used, and time needed to check the Labor Laws.

Additional Period for Public Comment:

Eileen Lehmann: Concerns included fire inspections, Walnut Hill Utilities.

Patrick McFadden: Concern included fire inspections.

Council – Madison – empty lot and closing off the corner from traffic, which is a safety violation.

ADJOURNMENT: Upon Motion, Council (Young | Searl) voted unanimously to adjourn the Work Session Meeting at 8:35 PM.

Land Development Dates:

479. Valleybrook Road: Plans Received 01.02.2024, Plans reviewed 01.25.2024, Revised Plans received 02.08.2024, DCPC Ltr Received 02.20.2024, Extension Letter 06.01.2024, Revised Plans Received 03.11.2024.

Respectfully Submitted,
Darlene Kurten